

APPLICATION FOR RECORDS RETENTION SCHEDULE

GEORGIA DEPARTMENT OF HUMAN RESOURCES
OFFICE OF ADMINISTRATIVE SERVICES
RECORDS MANAGEMENT UNIT

For instructions on completing this form contact DHR Records Management Unit, 47 Trinity Avenue, Atlanta, Georgia 30334. Phone - (404) 656-4976 GIST: 221-4983

DHR		1. GEORGIA DEPARTMENT OF HUMAN RESOURCES		ARCHIVES AND HISTORY	
Application Date August 7, 1980		Division of Physical Health Family Health Services Section Family Planning Program - Room 365-S 47 Trinity Avenue, S. W. Atlanta, Georgia 30334		Application Number 74-257-A	
Application Number DHR 80-20				Date Received AUG 12 1980	
				Date Completed SEP 10 1980	
2. Person to Contact		Working Title		Telephone Number	
Miss Gwen Bell		Operations Analyst		656-4821	
3. Action Requested					
a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate.					
b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated.					
c. <input checked="" type="checkbox"/> Amend Application No. <u>74-257</u> Check One: <input type="checkbox"/> Change; <input checked="" type="checkbox"/> Supersede; <input type="checkbox"/> Void					
4. Dates of Series		5. Records Series Title (followed by title used in office; if different)			
Earliest 1974		Latest to present			
		Family Planning Visitation Client Case Files			
6. Division and Office Function What is the function of the Division and the Office in which this record series is created?					
<p>The Division of Physical Health, through the leadership of the Director, is responsible for the administration, direction, and coordination of the physical health programs throughout Georgia. This is accomplished by the establishment of health standards for business, housing, and field operations; the improvement of the physical and dental health of adults and children; the diagnosis and control of diseases; the monitoring of supplies of drinking water; and the daily State-wide program of registration, statistical coding, certification, and preservation of certificates for births, marriages, divorces, annulments of marriage, and deaths that occur each year in the State.</p> <p>The Family Planning Program has the responsibility to prepare the State-wide Family Planning Plan; compile State-wide Family Planning Statistics; develop contracts with providers of services; approve reimbursement for contract providers; perform on-site monitoring, consultation and technical assistance to Districts/ Units/ Contract providers; provide specialized training through grants to all Family Planning Staff; prepare required reports for various Federal and State funding agencies; set allocations for and approve plans and budgets for Districts/ Units/ Contract agency programs; and process visit forms and bills for services provided to Titles XIX and XX patients.</p>					
7. Records Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.					
Documents relating to: maintaining records for requesting reimbursement from Titles XIX and XX for Family Planning services rendered to clients State-wide.					
Included are:					
form 3755 (Rev. 9-79) (Family Planning Visit) shows Patient Characteristics (birthdate, sex, hispanic descent, race, marital status, education, family income and family size, patient classification); Reproductive History (when pregnancy planned, pregnancy history, contraceptive history before visit); Clinic Services (patient status, purpose of visit, medical/ nursing services, counseling services, providers of counseling services, referrals, contraceptive method after visit, date of next appointment) -- form 3738 (Rev. 7-78) (Family Planning Correction of Patient Identification) used to correct any errors in identifying patient; -- microfiche (COM); -- and the computer printout.					
The file is arranged : Magnetic Tape (master file) and Microfiche (COM) -- alphabetically (utilizing the soundex code) by maiden name of client.					
8. Monthly Reference Rate How often are records referred to which are:					
One to six months old _____ ; Seven to twelve months old _____ ; Thirteen to twenty-four months old _____ ; twenty-five months and older _____ ? rare except when computer printout received					
9. Annual Rate of Accumulation or Records					
Letter-size drawers <u>3</u> ; Legal-size drawers _____ ; Shelves _____ ; Other (Specify) _____					
Microfiche - approx. 35,000 cases processed monthly					

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
X		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. Title X - highly confidential - contain client names
	X	c. Is this a vital record?
X		d. Does this series have historical or long term research value? in the event there are legal questions
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
X		i. Is this series (or a major portion of it) regularly microfilmed? microfiche (COM)
X		j. Does the record series result in a computer printout? information from forms 3755 and 3738

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|----------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | 5 _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

- for reference and audit purposes

12. Approved Disposition Instructions This agency recommends that the file series be cut off at the end of each:

Computer Printouts - received monthly

☐ Calendar Year; ☒ Fiscal Year; ☐ Other _____ then,

Family Planning Program

State

☒ Hold in the current files area _____ month(s) 1 year(s); then

☐ Transfer to local holding area; hold _____ year(s); then

☒ Transfer to State Records Center; hold 4 year(s); then

☒ Destroy

☐ Transfer to State Archives for permanent retention.

☐ Other (Specify)

Local Health Departments/ District Offices/ Contracted Providers

Cut off file at end of each fiscal year; hold 3 years; then destroy.

Forms (cont.)

Local Health Departments/ District Offices/
Contracted Providers

Place copy in patient's medical folder; and maintain in accordance with records retention/ disposition guidelines for County Health Department patient records.

Magnetic Tape (master File)

Updated monthly. Held permanently by DOAS.

Forms - No. 3755 and No. 3738

Family Planning Program

When confirmed (by computer printout) that all information is correct, destroy.

Microfiche (COM) - (received quarterly)

Family Planning Program

Cut off file at end of each fiscal year; then process as follows:

Silver original and 1 duplicate copy

Transfer to State Records Center; hold 50 years; then destroy.

These instructions apply to all prior and future accumulations of the series. Computer printout summaries: Transfer any computer printout summaries to Archives for permanent retention.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Andrew J. Jack</i>	8/7/80	<i>Elizabeth W. Crank</i>	8/5/80
		Elizabeth W. Crank, CRM State Records Committee (Signature)	Date
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)	State Auditor/Designee	<i>[Signature]</i>	9-8-80
	Secretary of State/Designee	<i>Canall Hart</i>	9-8-80
	Attorney General/Designee	<i>Robert H. Shell</i>	9-9-80